

P 1011-1 3/13/68

INSTRUCTION NO.
LI 7-1

LI 7-1
MANAGEMENT

SUBJECT: Periodic Review of Selected Regulatory Issuances

1. PURPOSE

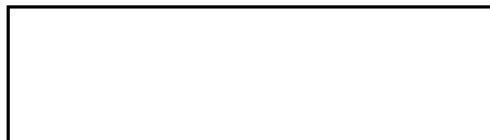
The purpose of this Instruction is to establish a procedure to ensure compliance with required periodic reviews of selected Agency regulatory issuances.

2. RESPONSIBILITIES OF SUPERVISORS

Regulatory issuances are published from time-to-time which place upon supervisors recurring responsibilities for which there are no automatic reminders. There are requirements that certain regulatory material be reviewed by all employees at specific time intervals. Supervisors will maintain a system of self-reminder to bring about the periodic review prescribed herein.

3. PERIODIC REVIEW PROCEDURE

- a. Supervisors in each component of the Office of Logistics will make available to all employees under their jurisdiction the regulatory issuances listed in the attachment. Reviews will be conducted in January and July each year. Supervisors will maintain individual certification records of these periodic reviews, and division and staff chiefs will certify to the Director of Logistics through the Chief, Personnel and Training Staff, by 31 January and 31 July each year that their employees have complied with this requirement.
- b. Certification of the initial periodic review is due 30 days from the date of this Instruction.



George E. Meloon
Director of Logistics

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Attachment
to
LI 7-1

REGULATORY ISSUANCES PRESCRIBING FUNDAMENTAL RESPONSIBILITIES
OF EMPLOYEES AND SUPERVISORS

TATINTL

	Compliance with Security Regulations
	Security of Areas, Offices, and Buildings
	Release of Agency Information to Representatives of Public Information Media
	Instructions to Employees Regarding Place-of-Employ- ment Questions Posed by Public School Districts in the District of Columbia and Nearby Virginia and Maryland
	Instructions to Operating Officials Regarding Place- of-Employment Questions Posed by Public School Districts in the District of Columbia and Nearby Virginia and Maryland
	Headquarters Emergency Plan
	Review of Fire Emergency Plans for the building in which employees work
	Equal Employment Opportunity Policy and Procedures
	Employee Conduct
	Employee Emergencies and Unforeseen Absences
LI 10-1	Internal Security Procedures, Office of Logistics
LI 10-7	Personnel Emergency and Locator Records
LI 20-8	Leave

ADMINISTRATIVE - INTERNAL USE ONLY